



WYOMING DEPARTMENT OF CORRECTIONS

Policy and Procedure #1.006 Employee Contact with Inmates and Offenders

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Authority: Wyoming Statute(s): 25-1-104; 25-1-105 ACA Standard(s): None Noted	Effective Date: July 30, 2015 Revision/Review History: 07/01/14 07/01/13 07/01/12 05/01/11 09/20/99 Summary of Revision/Review: Updates existing policy pursuant to annual review.
Cross Reference of Policy:	Supersedes Existing Policy :
Approved: R.O. Lampert Robert O. Lampert, Director	
7-17-15 Date	

APPROVED FOR INMATE DISTRIBUTION

REFERENCE

1. ATTACHMENTS - None Noted
2. OTHER – None Noted



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I. PURPOSE

- A. **General Purpose.** The purpose of this policy is to provide guidelines for the type of interactions and association Wyoming Department of Corrections (WDOC) staff/employees are permitted to have with inmates and offenders who are still under the jurisdiction and/or supervision of the WDOC or another criminal justice agency or have left that jurisdiction within the previous two (2) years.

II. POLICY

- A. **General Policy.** It is the policy of the WDOC to ensure that all staff/employee contacts with inmates and offenders are conducted in a professional manner and that all interactions with inmates and offenders and former inmates/offenders are within professional boundaries.
- B. **WDOC Position.** It is critically important that all WDOC staff /employees remain professional in their association with the inmate/offenders in the custody of the WDOC. All types of communications with inmates/offenders, with the families of inmates/offenders, and with former inmates/offenders are avenues of potential staff/employee exploitation and thus must be handled with total integrity and kept within professional boundaries.

III. DEFINITIONS

- A. **Former Inmate or Offender:** *(For this policy only.)* Any person who was incarcerated in any Wyoming Department of Corrections facility and was committed to the custody and supervision of the WDOC within two (2) years of the current date, or any person who has been under the jurisdiction and/or supervision of any criminal justice agency, including but not limited to WDOC field services staff, within two (2) years of the current date.
- B. **Immediate family:** For the purpose of this policy. Those persons related to the inmate/offender by blood, adoption, or current valid marriage as spouse, parent, grandparent, children, or siblings only.
- C. **Inmate:** A person who is incarcerated in any Wyoming Department of Corrections' correctional facility, county jail, municipal jail or in-state/out-of-state contract facilities, to include adult community corrections centers, who is committed to the custody or supervision of the Wyoming Department of Corrections.



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- D. **Offender:** *(For this policy only.)* Any person, who is not an inmate, but who is under the jurisdiction and/or supervision of any criminal justice agency, including but not limited to WDOC field services staff or an adult community corrections facility. This includes individuals on any form of supervised or non-supervised felony probation and those individuals on misdemeanor probation under the jurisdiction of WDOC or any other criminal justice agency.
- E. **Professional Boundaries:** *(For this policy only.)* Professional boundaries are the acceptable, mutually understood, unspoken physical and emotional limits of the relationship between correctional staff and inmates/offenders. They are the limits that allow for safe connections between individuals in a position of authority and those who are under their influence, authority, or control. Professional boundaries are important because they define the limits of behavior and the responsibilities of the people with whom you interact.
- F. **Staff:** *(For this policy only.)* Any person employed full-time, part-time, or under temporary appointment by the Wyoming Department of Corrections; any person under contractual arrangement to provide services to the department; any person employed by private or public sector agencies who is serving under department-sanctioned special assignment to provide services or support to department programs.

IV. PROCEDURE

- A. **Professional Relationship.** WDOC staff shall remain professional when dealing with inmates and offenders and the families of inmates and offenders.
1. WDOC staff may not associate with any inmate or offender, or any inmate/offender's immediate family, on off-duty time. On-duty associations shall be professional in nature and within the context of the staff's position description.
 - i. Interaction with offenders may consist of written or face to face communication to include email, text messaging and or telephone. The communication must fall within the scope of their professional duties and shall comply with this policy.
 - ii. Inmates are expected to follow WDOC Policy and Procedure #3.100, *Inmate Communication and Grievance* procedure when communicating with staff.



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- B. Respectful Interaction.** WDOC staff will interact with inmates and offenders in a respectful and personable manner, treating them humanely and with basic human dignity and protecting against violations of their rights.
1. Staff will address inmates by their last name preceded by Mr., Mrs., or Ms.
 2. Staff will not address inmates by their first name, prison moniker, or nickname.
 3. Staff will train and require inmates to address staff members by their last name preceded by their title, or their last name preceded by Mr., Mrs., or Ms.
 4. Staff will not permit inmates to address them by their first name or nickname.
- C. Professional Language.** No profane, demeaning, indecent, sexually suggestive, ethnic, or other discriminatory language or references will be directed towards any inmate or offender by WDOC staff.
- D. Abuse Prohibited.** The physical, mental, or emotional abuse of inmates/offenders is prohibited.
- E. No Personal Disclosures.** Staff will not disclose personal information about oneself or another staff to any inmate or offender.
- F. No Favoritism.** Staff will not display favoritism or preferential treatment of one inmate or offender, or group of inmates or offenders, over another.
- G. No Gifts.** Staff will not give gifts, favors, or services to inmates, offenders, former inmates/offenders, their families, or the inmate/offender's close associates.
- H. No Consideration.** Staff will not accept for themselves or any family member any consideration, whether personal, tangible, or non-tangible, from any inmate/offender or former inmate/offender, or from the families or close associates of inmates/offenders or former inmates/offenders.
- I. No Business Relationships.** Staff will not enter into any business relationship with an inmate/offender or former inmate/offender or the families or close associates thereof.

V. TRAINING POINTS



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- A.** True or False? It is the policy of the WDOC to ensure that all staff/employee contacts with inmates and offenders are conducted in a professional manner and that all interactions with inmates and offenders and former inmates/offenders are within professional boundaries.
- B.** Define professional boundaries.
- C.** Under what circumstances may a staff maintain a relationship with an inmate/offender or former inmate/offender?
- D.** Are staff who engage in social contact with offenders, former inmates or offenders, their immediate families, or close associates, and expect that social contact to continue, required to inform anyone?
- E.** In what manner are staff expected to interact with inmates and offenders?
- F.** How are staff and inmates expected to address one another?
- G.** Can staff give or receive gifts to or from inmates/offenders and engage in business relationships with them?